

REQUEST FOR QUALIFICATIONS
SBC PROJECT NO.: 15-06-004
AMENDMENT # Two
FOR Real Estate Brokerage Services Citizens Plaza

DATE: 2/15/18

RFQ SBC Project No.: 15-06-004 IS AMENDED AS FOLLOWS:

1. This RFQ Schedule of Events updates and confirms scheduled RFQ dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (Central Time)	DATE	UPDATED / CONFIRMED
1 RFQ Issued		01/23/2018	CONFIRMED
2 Disability Accommodation Request Deadline		01/25/2018	CONFIRMED
3 Pre-response Conference	9:00 a.m.	02/06/2018	CONFIRMED
4 Notice of Intent to Respond Deadline		02/07/2018	CONFIRMED
5 Written Questions & Comments Deadline	2:00 p.m.	02/12/2018	CONFIRMED
6 State Response to Written Questions & Comments		02/15/2018	CONFIRMED
7 RFQ Response Deadline	2:00 p.m.	02/21/2018	CONFIRMED
8 State Completion of Phase I Evaluations and Notice of Proposers Selected for Phase II Interviews Issued (Short List Respondents must make arrangements with the State to tour the Citizens Plaza property prior to the interview).		03/01/2018	CONFIRMED
9 Interviews of Phase II Proposers (All written material hand-outs for the interviews must be provided to the RFQ Coordinator, Nickie.Smith@tn.gov, no later than three (3) business days prior to the Respondent's scheduled interview).		03/27/2018 – 03/29/2018	CONFIRMED

	EVENT	TIME (Central Time)	DATE	UPDATED / CONFIRMED
10	State Completion of Phase II Evaluations, Intent to Negotiate Notice Issued to short listed Respondents		04/03/2018	CONFIRMED
11	Negotiations (if applicable)		04/03/2018	CONFIRMED
12	State Issues Notice of Intent to Award and RFQ Files Opened for inspection.		04/10/2018	CONFIRMED
13	Executive Subcommittee of the State Building Commission (SBC) Approval Sought		04/23/2018	CONFIRMED
14	Anticipated Contract Signature Deadline		04/30/2018	CONFIRMED

2. State responses to questions and comments in the table below amend and clarify this RFQ.

Any restatement of RFQ text in the Question/Comments column shall NOT be construed as a change in the actual wording of the RFQ document.

	QUESTION / COMMENT	STATE RESPONSE
1	What is the State's definition of what constitutes as a "national brokerage firm"?	To be considered a "national brokerage firm" the Respondent must have commercial real estate brokerage as a primary business line and the ability to broker real estate sales nationally.
2	Is the 'Respondent' considered to be the firm & the individual brokers, or just the firm (or just the brokers)?	The Respondent is the firm, not the individual brokers.
3	Do all brokers on the team need to be licensed in the state of TN or just the lead broker?	The Respondent must comply with all State laws and all rules and policies of the State of Tennessee and any applicable licensing boards.
4	Can we tour building?	Tours will be available to those Respondents that make the short list as described in the Schedule of Events (Section 8).
5	Can we be provided floor plans of the building?	We will provide to Respondents that make the short list as described in the Schedule of Events (Section 8).
6	Is there any deferred maintenance on the building?	A list, if any, will be available to those Respondents that make the short list as described in the Schedule of Events (Section 8).
7	How does the state currently handle parking for the building?	State leased and owned parking lots provide parking for the building.
8	What is the status of the lease with the credit union?	The lease is currently being drafted.
9	Would the state be willing to not sign a short-term lease with the credit union? Or add flexibility to the lease for	No

QUESTION / COMMENT		STATE RESPONSE
	cancellation/termination rights?	
10	What is the timeframe for the state vacating the building?	With the exception of the Credit Union space that will not be vacated prior to closing, the State anticipates vacating the building prior to the sale targeted for the fourth quarter of 2018.
11	What kind of time commitment are you looking for from the team selected (in regards to section B.9)?	This is not an hourly contract. Your proposal should provide information about Respondent's anticipated plans to market the property.
12	Does any parking come with the building?	No
13	Is the building completely vacant? Are there any other tenants still in occupancy?	The building is not currently vacant. (See #10 above)
14	Can you provide any recent property condition reports for the property?	Will be provided to Respondents that make the short list as described in the Schedule of Events (Section 8).
15	Is/Are there any known asbestos or other environmental conditions in the building?	The State's Environmental Report will be provided to the Respondents that make the short list.
16	Does the building have a chiller or is it on the downtown loop for heated and cooled water?	No Chiller. On the Downtown Loop.
17	How old is the roof?	2002 - In process of being replaced.